

**VACANCY NOTICE**  
FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

CS-376  
REV(11/01)

<b>Description of Position</b>	TITLE OF POSITION: <u>Programming Services Officer</u> SALARY RANGE: <u>131/\$50318 - 56973</u> Department or Agency Name <u>Elderly Affairs</u> <i>Division/Section/Unit</i> Assignment(s) / Comments <u>PLEASE APPLY BY RESUME ONLY</u> Shift and Days: <u>Monday-Friday 8:30-4:00 NS</u> Restrictions/Limitations: <u>None</u> Position Covered By Collective Bargaining Union Agreement Yes <u>      </u> No <u>X</u> Name of Bargaining Unit Union: <u>Non-union</u> There is <u>      </u> is not <u>X</u> a Civil Service List for this position	CLASSIFICATION CODE: <u>02590600</u> REFERENCE POSITION NO.: <u>3240-50400</u> APPLICATION PERIOD: <u>5/22/06 - 5/28/06</u> GRACE PERIOD: <u>5/31/2006</u> <b>Job Location:</b> <u>Benjamin Rush Bldg., Cranston</u>
	<b>See A/B or Both for Specific Instructions</b>	
	* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.	
<b>General Information to Candidate</b>	<b>INSTRUCTIONS:</b> <b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number. <b>Most Important</b> - Please include the following information: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <ul style="list-style-type: none"> <li>. The title of the position for which you are applying</li> <li>. Title of your present position and date you entered it</li> <li>. Date you entered State service</li> </ul> </div> <div style="width: 45%;"> <ul style="list-style-type: none"> <li>. Name of department where you are currently employed</li> <li>. Your business telephone number</li> <li>. Present Union Affiliations</li> </ul> </div> </div> <p><b>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</b></p> <b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b> If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application. <b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</b> <ul style="list-style-type: none"> <li>. <b>Reasonable Accommodations:</b>                      If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position.</li> <li>. <b>Medical Information:</b>                      Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</li> </ul>	
<b>Statement of Duties</b>	<b>DUTIES / RESPONSIBILITIES:</b> Please refer to attachment	
<b>Minimum Education &amp; Experience</b>	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b> (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) <b>Education/Experience:</b> Graduation from a college of recognized standing with specialization in business management, social sciences or a related field; and employment in a supervisory position in a private or public agency involved in the development, management, reorganization, and/or operation of a service program. <u>Or</u> , any combination of education and experience that shall be substantially equivalent to the above education and experience.	
<b>Where to Apply</b>	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME to:</b>  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">                     Ann DeBonis                      Office of Human Resources                      Aime Forand Bldg, 600 New London Avenue                      Cranston, RI 02920                 </div> <div style="width: 45%;"> <b>Telephone #:</b> <u>(401) 462-2481</u>  <b>Fax #:</b> <u>(401) 462-2041</u>  <b>TTY/TDD #:</b> <u>(401) 462-3363</u>                      (Telecommunication Device for the Deaf)                 </div> </div>	



**STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER**

## ***Department of Elderly Affairs***

### ***Programming Services Officer***

#### **Duties/Responsibilities:**

To plan, direct, coordinate, supervise and review the work of a professional, technical and clerical staff assigned to assist the head of a department, agency or division by relieving such superior of complex duties involved in the development, management, reorganization, and/or operation of a departmental/divisional program which provides services to employees and/or the public;

To act as program supervisor, managing the services of the program, while monitoring those services for program effectiveness and efficiency; to establish the scope and detail of the operation of such proposed programs; to document the need for such programs and to indicate the relative importance of such programs as they relate to existing and/or proposed programs; to review and evaluate state and federal laws, rules and regulations to ensure compliance with the provisions of these rules, laws and regulations in the plans and proposals;

To receive and review referrals from the Protective Service Intake and Triage Office pertaining to abuse; to assign cases to abuse investigators; to provide on-going supervision of investigators through case review; to coordinate training opportunities for staff, including training in documentation and ethics; to oversee staff compliance with all DEA policy and procedural requirements; to review correspondence and other written documents emanating from unit staff; to serve as liaison between Unit staff and Department legal staff on protective service issues that involve the judicial system;

To provide education to the public on issues of elder protection; to serve as Department liaison to the Department of Attorney General, Public Safety personnel, members of the Judiciary, the Long-Term care Ombudsman, and community elder care professionals; to be responsible for the direct oversight, direction and monitoring of the departments' Volunteer Guardianship Program; to report to and submit reports, analyses and correspondence, including an Annual Report on activities of the Abuse Unit, to the Coordinator of the Office of Elder Protection;

To do related work as required.